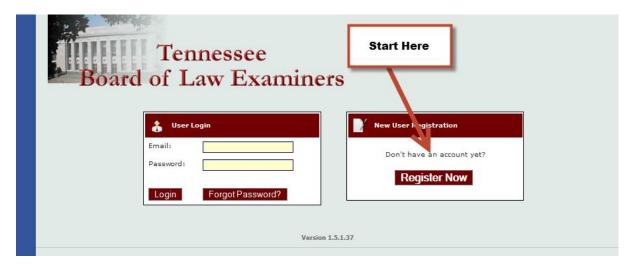
## Submitting an Application to the Tennessee Bar by Examination

Applicable to First Time Applications and Re-Examination Applications (Rev 9/13)

- 1. Familiarize yourself with the instructions and application deadlines included on our website at www.tn.gov/lawexaminers. Important information regarding what constitutes a complete application, deadlines and eligibility to sit for the examination are included in the "How to Apply" and "Exam Schedule" tabs. If you wish to test by laptop for the essay examination, read the information included under the "Laptop Testing" tab. The Laptop Testing Application and Release Form are included in the on-line application.
- 2. Complete your NCBE Application online with the NCBE at ncbex.org. Print the original for the NCBE, sign, have notarized and then scan and save the document. Make any copies you need and send the application to the NCBE. WE HIGHLY RECOMMEND MAKING A COPY FOR YOUR PERSONAL FILES.
- 3. When using the Tennessee online application filing system, your certify that by entering your login and password, you are signing your application under oath and that, in the event the TN Board of Law Examiners requires any original documents, you will fulfill any such request as soon as possible. Failure to do so may delay licensing.
- 4. Login to Synergy: <a href="http://synergy.tnble.com">http://synergy.tnble.com</a> The software has been tested in Chrome, Firefox, Safari and Internet Explorer (IE Version 10 does not work; use only IE Version 9):

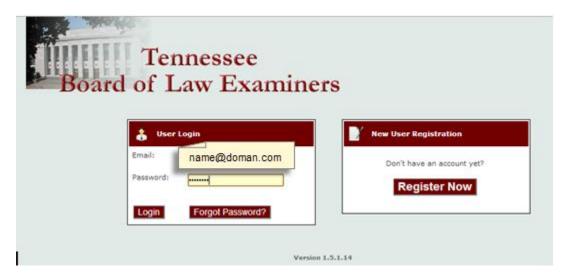


NOTE: if you are REAPPLYING after having applied for the FEB 2013 or July 2013 bar examination, you will already have a login. Use the email address you provided with that application and click "Forgot Password" to reset your login password.

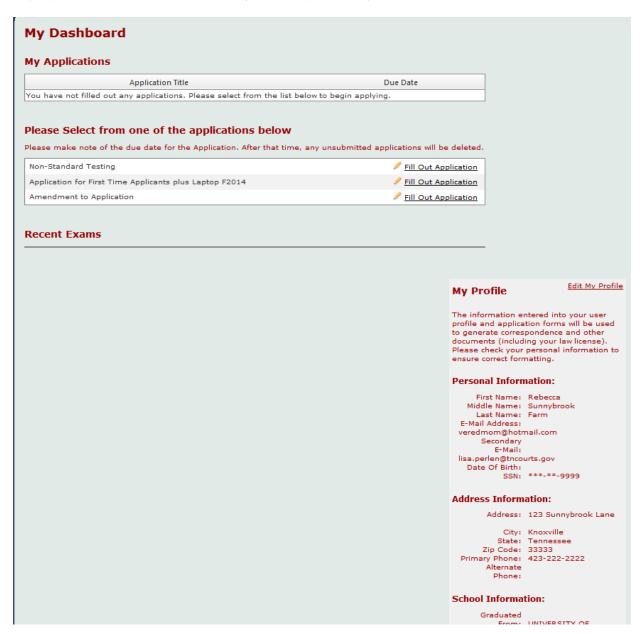
5. Complete the New User Registration Form, as directed, and agree to the terms and conditions. NOTE: The email address you use will be attached to your account and used for all communication from the BLE. PLEASE DO NOT USE A SCHOOL ACCOUNT UNLESS YOU WORK AT THE SCHOOL. Also, be sure to add <a href="mailto:BLE.Administrator@tncourts.gov">BLE.Administrator@tncourts.gov</a> to your trusted sender list and tncourts.gov to your trusted domains.

Boar	Tenne d of Law		iers		
New User Re					
In order to access the	_			quired. When you comple	te your registration, yo
Personal Info	ormation		Address Info	rmation	
First Name*	First Name	7	Address*	Address	
Middle Name	Middle Name			Apt/Suite, etc.	=
Last Name*	Last Name		City*	City	=
Social Security Number			State*	Please Select ▼	1
			Postal Code*	ex. 11111-0000	1
Alumni Infor	Alumni Information		Primary Phone*	ex. 555-555-5555	=
Law School Attending o	r Graduated FromPlea	se Select ▼	Alternate Phone	ex. 555-555-5555	
Graduation Date or Ant	icipated Date* ex. 05/200	1 -OR- 2001			
			Login Inforn	nation	
			Email Address*	ex. john@mail.com	
			Secondary Email Addre	ex. john@mail.com	
			Password		
			Confirm Password		
				east 6 characters in lengt	th and contain at least
			one numerical digit.		
		38632563  Type the two words Privacy & Tell  I have read and as	rese to the Terms & C	<u>Conditions</u>	
		W-	: 4 5 4 77		

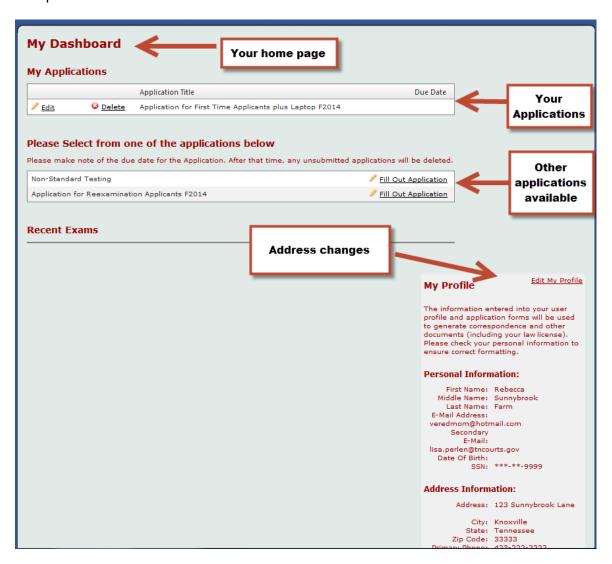
6. You will receive an email approving your login. Once received, click the link and login using your email address as your login name:



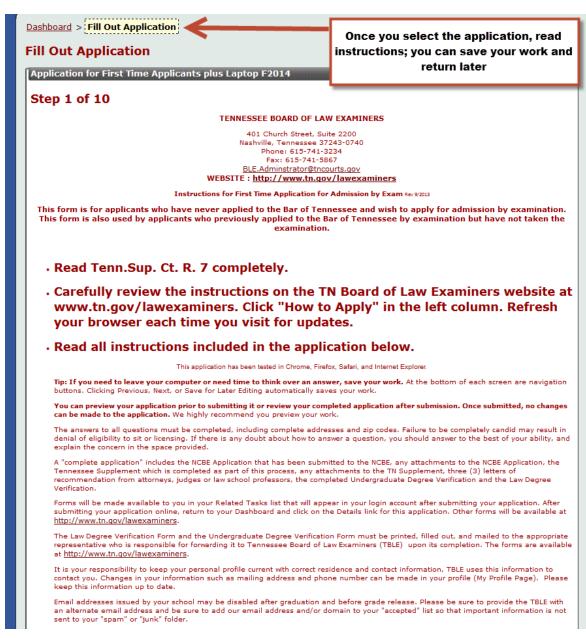
7. "My Dashboard" will display with a list of your applications already filed and a list of applications you may complete. Check the information in "My Profile" and edit as needed. Click on "Fill Out Application" for the appropriate application type (Application for First Time Applicants plus Laptop F2014 or Re-Examination if you have previously taken the TN bar exam).



## Components of the Dashboard:



8. CAREFULLY read the narrative in Steps 1 and 2 before proceeding to the forms. Please note additional instructions are available on our website.





9. Complete the Tennessee Supplemental Application, including emergency contact information.

Fill Out Application						
Application for First Time Applicants plus Laptop F2014						
Step 3 of 10  Application for Admission to Practice Law in Tennessee Application  Supplemental Information  Applicants to the Bar of Tennessee are responsible for ensuring that all documents are submitted. The Board of Law Examiners in a timely						
to notify	an applicant of a deficie	ncy does not entitle the	Applicant to an extension	n of t in co submit	the required do	
NCBE #: Application	N10000000	NCBE Application #:	20003584	(found beneath th	ne bar code at th	e foot of the NCBE
Name:	Rebecca	Middle Name:	Sunnybrook	Last Name:	Farm	
I am ap in	oplying <b>for the first time</b> t	to take the Tennessee Ba	ar Examination to be add	ninistered	(e) Jul	February   y
PLEASE NOTE: If you first applied for admission by examination more than two years ago but have never taken the exam, your NCBE application and background investigation must be updated and supplemented. You will not be permitted to take the exam without proof that you have submitted the appropriate documentation to the NCBE to supplement your background investigation. Please include the most current application number (printed beneath the bar code) above. In addition to an updated application every two years, you must provide updated professional letters of recommendation and appear for an in-person interview.  PLEASE READ THE FOLLWING STATEMENTS CAREFULLY AND CHECK THE BOX TO ACKNOWLEDGE YOUR UNDERSTANDING AND AGREEMENT:  I understand that filing an application with the NCBE does not constitute a filing with the TBLE nor does filing with the TBLE constitute a filing with the NCBE. Both applications must be filed for my application to be complete.  I understand that I that I am under a continuing obligation to keep my application current and must update responses whenever there is an addition or a change to the information previously provided to the TBLE or the NCBE. The updates must be submitted with the Amendment form (see Related Items) and include all relevant documentation. Any changes in the responses to the completed NCBE Application must be filed with the NCBE and copied to the Tennessee Board of Law Examiners if the background investigation has not been completed. Pending applications must be updated and a supplemental NCBE background investigation requested every two years. Please include the most current applications must be updated and a supplemental NCBE background investigation requested every two years. Please include the most current applications number above. Address and phone number changes are made by updating your profile in this program.						
NON-STA	ANDARD TESTING MAY BE	E REASSIGNED TO A LOC	ATION IN NASHVILLE, D	EPENDING ON THE	ACCOMMODATI	ON.
■ Murfreesboro I am including a supplemental application requesting: LAPTOP TESTING Yes No NON-STANDARD TESTING Yes No (Please complete separate application, if required. The LAPTOP TESTING APPLICATION FOLLOWS THIS FORM. NOTE that the deadline for filling an application for admission and the deadline for filling supplemental applications for Non-Standard Testing are not the same. If your application for admission is not filed by the Application Deadline of November 15, you will be charged a late fee even if your supplemental applications are filed on or before the deadlines required for those requests.) Interview location:						
Ιv	will be available to have n	ny personal interview in t	he Tennessee County of	Knox		. The personal interview is a
lic	licensing requirement. You will be scheduled for an interview after the bar examination. Interview locations cannot be changed.					
Previo	us Step Next Step	Save for Editing Later	Cancel			

10. Read and respond to the questions asked. Explain answers, as necessary. Include anything that might have a bearing on your character and fitness that was not included on your NCBE application. If you need additional space, continue your answer on a separate page; save it as a .pdf with a description of the question to which it related i.e. NameTNSupp3.pdf. You will upload this later. Once you have completed answering all of the questions, you will affix your electronic signature under penalty of perjury.

ep 5 of 10	
s there any other incident, event, act or condition not herein before referred to having a bearing upon your character or fitness admission to the bar? If your answer is yes, please enter a detailed explanation and attach documentation, if any.	O Yes O
Is there any reason why you cannot take and subscribe to an oath or affirmation that you will support the Constitutions of the ted States and the state of Tennessee? If yes, please enter a detailed explanation.	O Yes 0
.il	
a) Have you familiarized yourself with the Rules of Professional Conduct as adopted by Rule 8 of the Rules of the Tennessee reme Court, and do you accept that code and agree to conduct yourself in accordance therewith, as the same may be amended eplaced from time to time by the Court?	Yes
b) Have you familiarized yourself with Rule 9 of the Rules of the Tennessee Supreme Court governing disciplinary enforcement do you agree to be bound thereby?	Yes
Oo you agree to abide by the duties and standards imposed from time to time on attorneys in this State? If your answer is NO, clain the basis of your application (Article VIII of Rule 7 of the Tennessee Supreme Court Rules).	⊚ Yes ○
li.	
If you are seeking admission on examination, do you have a disability which requires special consideration to enable you to sit such an examination? If yes, complete and attach the Non-Standard Testing Request form. Please attach a full written landing and supporting documentation from your treating physician.	O Yes 0
Have you registered with the Tennessee Board of Professional Responsibility in any capacity (pro hac vice or MJP)? If so, please	O Yes 0
your BPR numbers:	
your BPR numbers:	

11. After completing the Tennessee Supplemental, information regarding LAPTOP TESTING will display. Read the introduction carefully; then, complete the Laptop Application and Release. If the Laptop Application and Release are not completed, you will not be eligible to use your laptop computer for the essay portion of the examination. PLEASE NOTE: Requirements and the Release have been revised extensively. Read all information thoroughly before agreeing to the terms.

Once you have completed the Laptop Release of Liability, you will affix your electronic signature under penalty of perjury.

step 8	of 10					Laptop Ap	plication
LAPTOP MAKE/MODEL and RELEASE OF LIABILITY						and Release must	
ALL TESTING FOR THE FEBRUARY 2014 TENNESSEE BAR EXAMINATION WILL BE IN					be completed to test by laptop.		
MURFREESBORO, TENNESSEE							
		SOFTWARE	DOWNLOAD: JAN	IUARY 27 - FEB	RUARY 5, 2014	REA	
NCBE #: N10	000000					THOROU	JGHLY!
First Name:	Rebecca	Middle Name:	Sunnybrook	Last Name:	Farm		
Law S	School			mination? If ye	s, please provide the nam	e of the school	Yes N      Yes N
				i£ \wid	s/Mac that you are using:		

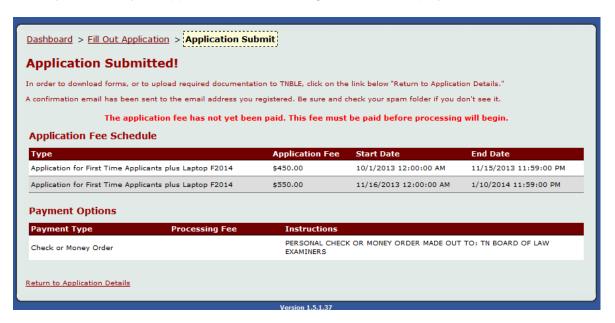
12. The Request for Statistical Information for reporting purpose is the next step. Complete the screen only if you wish to disclose the information. You will affix your electronic signature at the end

<u>Dashboard</u> > Fill Out A	pplication			
Fill Out Applicat	ion	Complete this screen only if you wish to disclose		
Application for First T	ime Applicants plus Laptop F2014	demographic information		
Step 9 of 10		for statistical purposes only.		
	Voluntary Self-Identification of Race/Eth	nnicity		
	e will be used solely for reporting and statistical analysis purpose: plete this form will not subject any applicant to adverse treatmen			
Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of				
White (not Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (not of His origin).				
Black or African-American (not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.				
Native Hawaiian or Other Pacific Islander (not Hispanic or Latino): A person having origins in any of the peoples of Hawai'I, Guam, Samoa or other Pacific Islands.				
Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent; including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.				
American Indian or Alaskan Native (not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.				
Two or More Races (Not Hi	spanic or Latino): All persons who identify with more than one of	the above six races.		
	Voluntary Authorization and Release of Statistical Info	rmation to the NCBE		
I, (full name)				
born at (city)	(State)			
(country)	on (date of birth)			
	with the TN Board of Law Examiners for the (mm/yyyy) caminers to share the following information with the National Conf	examination, hereby authorize the erence of Bar Examiners for statistical purposes only:		
NCBE#  Name  Date of Birth  Law School and Law I  Bar Passage Info (pa  Take # (# of bar exa  TN Applicant #  AKA's	ess/fail/did not sit)			

13. Congratulations! You have completed the Tennessee Supplemental Application. Any attachments will need to be uploaded to Synergy; instructions below. At this point, you can preview the application or submit it. We recommend previewing so you can edit as needed. Once the application is submitted, you cannot edit the form.



14. When you submit your application, the following screen will display:



Be sure to mail payment to the TBLE or your application will not be processed.

Please check the website at <u>www.tn.gov/lawexaminers</u> for deadlines, locations and important information.